GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services – Revenue Department – Allegations of violation of Rules 3 (1)& 3(2) of the APCS (Conduct) Rules 1964 - Sri Mudavath Arjun Naik, probationary, Dy. Tahsildar, Nuzendla, Palnadu (Erstwhile Guntur) District - Disciplinary proceedings under rule – 20 of Andhra Pradesh Civil Services (Classification Control & Appeal) Rules, 1991 – Articles of charge – Issued.

REsVENUE (VIGILANCE-I) DEPARTMENT

G.O.RT.No. 835 **Dated: 04-08-2025**

Read:

G.O.Ms.No.266, REVENUE(VIG.I)DEPARTMENT, Dt:04.08.2025

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ORDER:

It is proposed to hold an enquiry against Sri Mudavath Arjun Naik, probationary, Dy. Tahsildar, Nuzendla, Palnadu (Erstwhile Guntur) District, with the procedure laid down in Rule 20 of Andhra Pradesh Civil Services (Classification Control & Appeal) Rules, 1991.

2. The substance of the imputations of misconduct or misbehavior in respect of which the enquiry are proposed to be held is set out in the enclosed statement of Articles of Charges (Annexure – I). A list of documents by which, and a list of witnesses by whom the articles of charges are proposed to be sustained are also enclosed (Annexure-IV & III).

3. Sri Mudavath Arjun Naik, probationary, Dy. Tahsildar, Nuzendla, Palnadu (Erstwhile Guntur) District, is directed to submit a written statement of his defense within 10 days of receipt of this order.

4. Sri Mudavath Arjun Naik, probationary, Dy. Tahsildar, Nuzendla, Palnadu (Erstwhile Guntur) District, is informed that an inquiry will be held only in respect of those articles of charges as are not admitted. He should, therefore, specifically admit or deny each article of charge.

5. Sri Mudavath Arjun Naik, probationary, Dy. Tahsildar, Nuzendla, Palnadu (Erstwhile Guntur) District, is further informed that if they do not submit his written statement of defense on or before the date specified in para-3 above further action will be processed based on the material available.

6. Attention of Sri Mudavath Arjun Naik, probationary, Dy. Tahsildar, Nuzendla, Palnadu (Erstwhile Guntur) District, invited to Rule 24 of APCS (Conduct) Rules 1964, under which no Government Servant shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Government. If any representation is received on his behalf from another person in respect of any matter dealt within these proceedings, it will be presumed that Sri Mudavath Arjun Naik, probationary, Dy. Tahsildar, Nuzendla, Palnadu (Erstwhile Guntur) District is aware of such a representation and that it has been made at his instance and action will be taken against him for violation of Rule 24 of Andhra Pradesh Civil Services (Conduct) Rules 1964.

7. The receipt of the Memorandum may be acknowledged.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G JAYALAKSHMI

SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

To

Sri Mudavath Arjun Naik, probationary, Dy. Tahsildar, Nuzendla, Palnadu (Erstwhile Guntur) District.Through the Chief Commissioner of Land Administration, A.P., Mangalagiri for service and to return the served copy with dated acknowledgement immediately (By RPAD))

The Chief Commissioner of Land Administration, A.P., Mangalagiri.

Copy to:

The District Collector, Guntur/Palnadu District.

SF/SC

//FORWARDED::BY ORDER//

SECTION OFFICER

ANNEXURE-I

STATEMENT OF DRAFT ARTICLES OF CHARGES FRAMED AGAINST SRI MUDAVATH ARJUN NAIK, PROBATIONARY, DY. TAHSILDAR, NUZENDLA, PALNADU (ERSTWHILE GUNTUR) DISTRICT.

That Sri Mudavath Arjun Naik, S/o Balu Naik, Aged 27 yrs, Probationary Dy. Tahsildar, Nuzendla, Palnadu (Erstwhile Guntur) District (hereinafter referred to as Government Servant) while functioning as such during the period from 08.05.2019 to 24.01.2020 committed grave misconduct in as much as:

Charge -1:

"That the Government Servant failed in proper maintenance of important registers i.e., PPB Distribution Register (Form-17 Register), Spandana 1100 Register and Attendance Register, etc in the O/o the Tahsildar, Nuzendla Mandal".

Charge -2:

"That the Government Servant, did not generate Form-8 regarding Mee-Seva Petitions for E-Pass Books Mutations, kept pending-182 applications without any reasons and thereby exhibited lack of integrity and devotion to duty".

Charge -3:

"That the Government Servant, kept 55 Spandana petitions pending with him without endorsing them to the concerned VROs/RI/Surveyor".

Charge -4:

"That the Government Servant, due to his negligent attitude and non-submission of his enquiry reports in time was responsible for the delay in processing most of the applications for E-Pass Book Mutations which were pending with the Government Servant beyond the SLA (Stipulated period)".

"Thus, the Government Servant Sri Mudavath Arjun Naik, Probationary Dy. Tahsildar, Nuzendla, Palnadu (Erstwhile Guntur) District by his above mentioned acts has exhibited lack of devotion to duty, failed to maintain integrity, behaved in a manner unbecoming of a Govt. servant and brought down the prestige of the Government and there by violated/contravened Rule 3(1), 3(2) of the Andhra Pradesh Civil Services (Conduct) Rules, 1964".

G JAYALAKSHMI

SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

//FORWARDED::BY ORDER//

SECTION OFFICER

ANNEXURE-II

STATEMENT OF IMPUTATION OF MISCONDUCT OR MIS BEHAVIOR IN SUPPORT OF THE ARTICLES OF CHARGES FRAMED AGAINST SRI MUDAVATH ARJUN NAIK, PROBATIONARY, DY. TAHSILDAR, NUZENDLA, PALNADU (ERSTWHILE GUNTUR) DISTRICT.

Sri Mudavath Arjun Naik, S/o Balu Naik, 27 yrs, Probationary Dy. Tahsildar, Nuzendla, Palnadu (Erstwhile Guntur) District is a native of Kanumalacheruvu, Penamalacheruvu. His date of birth is 10.07.1993. He entered into Government Service on 14.05.2018 as Dy. Tahasildar in Revenue Department. He was posted as Dy. Tahsildar, Nuzendla Mandal, Palnadu (Erstwhile Guntur) Dist on 22.11.2019 and has been working as thus till date. He is drawing Basic pay of Rs. 44,570/- in the Scale of Pay Rs. 44,570/- Rs. 1,27,480/- and his retirement is on 31.07.2055 on attaining superannuation. He is hereinafter referred to as Government Servant (G.S).

Charge -1:

"That the Government Servant failed in proper maintenance of important registers i.e., PPB Distribution Register (Form-17 Register), Spandana 1100 Register and Attendance Register, etc in the O/o the Tahsildar, Nuzendla Mandal".

Facts and Evidence:

On credible information that the Tahsildar, Nuzendla and his staff are committing irregularities, not attending to the grievances of the public approaching them within the stipulated time and also resorting to corrupt practices besides adopting dilatory tactics, a surprise check was conducted on the Tahsildar office, Nuzendla Mandal, Palnadu (Erstwhile Guntur) District by the District Inspector, ACB, Guntur District on 24.01.2020 from 11.30 hours to 06.00 hours on 25.01.2020 in the presence of the mediators.

During the Surprise check, the District Inspector questioned about the maintenance of personal cash register in their office for which the Government Servant stated that they are not maintaining the personal cash register. Further, at the request of District Inspector, ACB, Tahsildar produced the records pertaining to Attendance Register, Mee-Seva, Spandana applications and Pass Books distribution and others. On perusal the following registers were not maintained in proper manner.

1. **E-Pass Book Mutation Register for 2019-2020:** On perusal of the same, it is reveled that it is being maintaining from 20-02-2019 to till date from pages number 2 to 95. it is found that entries were made regard to the receipt of E-Pass Book mutations applications were noted under dates of receipts, but for the most of the

entries, the signatures of the VROs were not obtained with regard to their receipt of applications for processing.

2. **E-Pass Books issue Register:** On perusal of the same, it is revealed that it is being maintaining from 2018 to till date and entries regard to distribution of E-Pass Books from Chennai, from Tahsildar office to VROs were made from page no. 1 to 64, 80 to 96,110 to 119 and130 to 143. But for some of the entries, the signatures of the VROs were not obtained with regard to their receipt of E-Pass Books for distribution to the concerned Pattadaar Pass Book holders.

3. **Monday Spandana Grievance day Register:** On perusal of the same, it is revealed that it is being maintaining from 01.07.2019 to 05.12.2019 from page no. 8 to 37. Spandana petition entries are not made in the said register.

4. **Spandana-1100 register for ration cards:** On perusal of the same, it is revealed that it is being maintaining from 25.07.2019 from page no. 10 to 15, Spandana-1100 petition entries are not made in the said register and it was not properly been maintained.

ORAL EVIDENCE:

1. **Sri Kodali Vinay Kumar, S/o Ramesh Babu, 39 years, Excise Inspector, ESTF, Guntur, Cell No. 9949352162.**
2. **Sri Vasimandla Siva Krishna, S/o Sivaram, 33 years, Prohibition & Excise Constable, ESTF, Guntur, R/o D. NO. 8-168, Nehru Nagar, 3rd line, Guntur, Cell No. 9440179441.**

Witnesses Nos. 1 & 2 are the mediators to the entire proceedings of surprise check conducted on the Office of the Tahsildar, Nuzendla Mandal from 11.30 hrs onwards on 24.01.2020 to 06.00 hrs on 25.01.2020 and drafted the mediator's report incorporating the entire proceedings at Office of the Tahsildar, Nuzendla Mandal.

3. **Sri Marreddy Seshi Reddy, S/o Seshi Reddy, Revenue Divisional Officer, Narasaraopet, Palnadu District, Cell No. 97045 98826.**

He speaks about DT is the custodian of registers the O/o Tahsildar, Nuzendla non maintanance of the registers, failed to maintain the Personal Cash Declaration Register and improper maintenance of important registers i.e., PPB Distribution Register (Form-17 Register), Spandana 1100 Register and Attendance Register, etc in the O/o the Tahsildar, Nuzendla Mandal.

DOCUMENTARY EVIDENCE:

1. **Surprise Check proceedings Dt. 24.01.2020 from 11.30 hrs to 06.00 hrs on 25.01.2020 drafted by the Mediators at O/o the Tahsildar, Nuzendla, Palnadu (Erstwhile Guntur) District.**

It contains all the happenings during the Surprise Check conducted on the Office of the Tahasildar, Nuzendla on 24.01.2020 from 11.30 hrs to 06.00 hrs on

25.01.2020 by the ACB Officials in the presence of the Mediators. The Mediators drafted and attested the Surprise Check Proceedings.

2. GO. MS. No. 3 (Rev (Serv-III) Dept. Dt. 05.01.1990 of Govt. of AP, Hyd.)

It revealed that the duties and responsibilities of Tahsildar, Dy. Tahsildar, Mandal Revenue Inspector, Sr. Asst., Assistant Statistical Officer, Mandal Surveyor.

3. Attested copies of relevant pages of E-Pass Book Mutation Register for 2019-2020.

It revealed that it is being maintained from 20.02.2019 to till date of surprice check from pages number 2 to 95. It is found that entries were made with regard to the receipt of E-Pass Book mutation applications with dates of receipts, but for the most of the entries, the signatures of the VROs were not obtained with regard to their receipt of applications for processing.

4. **Attested copies of relevant pages of E-Pass Book issue Register.**

It is revealed that it is being maintained from 2018 to till date of surprice check and entries regarding distribution of E-Pass Books from Tahsildar office to VROs were made from page no. 1 to 64, 80 to 96,110 to 119 and130 to 143. But for some of the entries, the signatures of the VROs were not obtained with regard to their receipt of E-Pass Books for distribution to the concerned Pattadar Pass Book holders.

5. Attested copies of Monday Spandana Grievance Day Register.

It is revealed that it is being maintained from 01.07.2019 to 05.12.2019 from page no. 8 to 37. Spandana petition entries are not made in the said register.

6. **Attested copies of Spandana-1100 register for ration cards.**

It is revealed that it is being maintained from 25.07.2019 from page no. 10 to 15, Spandana-1100 petitions entries are not made in the said register and it has not been properly maintained.

Charge -2:

"That the Government Servant, did not generate Form-8 regarding Mee-Seva Petitions for E-Pass Books Mutations, kept pending-182 applications without any reasons and thereby exhibited lack of integrity and devotion to duty".

Facts and Evidence:

During the Surprise check, at the request of District Inspector, ACB the Deputy Tahsildar has produced the applications pending with him. When they were scrutinized, 182 Mee Seva Petitions for e-Passbooks Mutations applications are kept pending with the Deputy Tahsildar beyond the stipulated time (SLA) without even generating the Khata Nos.

ORAL EVIDENCE:

1. **Sri Kodali Vinay Kumar, S/o Ramesh Babu, 39 years, Excise Inspector, ESTF, Guntur, Cell: 9949352162.**

2. **Sri Vasimandla Siva Krishna, S/o Sivaram, 33 years, Prohibition & Excise Constable, ESTF, Guntur, R/o D. NO. 8-168, Nehru Nagar, 3rd line, Guntur, Cell No: 9440179441.**

Witnesses Nos. 1 & 2 are the mediators to the entire proceedings of surprise check conducted on the Office of the Tahsildar, Nuzendla Mandal from 11.30 hrs onwards on 24.01.2020 to 06.00 hrs on 25.01.2020 and drafted the mediator's report incorporating the entire proceedings at Office of the Tahsildar, Nuzendla Mandal.

3. **Sri Marreddy Seshi Reddy, S/o Seshi Reddy, Revenue Divisional Officer, Narasaraopet, Palnadu (Erstwhile Guntur) District, Cell No: 97045 98826.**

He speaks that Government Servant did not generate Form-8 regarding Mee-Seva Petitions for E-Pass Books Mutations, kept pending-182 applications without any reasons by violating the Dynamic Citizen Charter, etc., facts.

DOCUMENTARY EVIDENCE:

1. **Surprise Check proceedings Dt. 24.01.2020 from 11.30 hrs to 06.00 hrs on 25.01.2020 drafted by the Mediators at O/o the Tahsildar, Nuzendla, Palnadu (Erstwhile Guntur) District.**

It contains all the happenings during the Surprise Check conducted on the Office of the Tahasildar, Nuzendla on 24.01.2020 from 11.30 hrs to 06.00 hrs on 25.01.2020 by the ACB Officials in the presence of the Mediators. The Mediators drafted and attested the Surprise Check Proceedings.

2. **Attested copy of Mee-Seva Dash Board Table List for the period from 01.07.2019 to 24.01.2020.**

It revealed that 9,718 applications were received for 67 services during the period from 01.07.2019 to 24.01.2020 wherein, 7,415 No. of requests were approved, 1,888 No. of requests were rejected, 287 No. of request are pending with in SLA and 83 No. of requests are pending beyond SLA as of 24.01.2020.

3. **Attested copy of Applications kept beyond SLA pertaining to Mutation and Title Deed cum Pattadar Passbook for the period from 01.07.2019 to 24.01.2020.**

It revealed that, total 182 Mee-seva petitions were pending with the Govt. Servant without generating the Khata numbers.

4. **Attested copy of Dynamic Citizen Charter.**

It reveals the SLA period of each service.

5. GO. MS. No. 3 (Rev (Serv-III) Dept. Dt. 05.01.1990 of Govt. of AP, Hyd.)

It revealed that the duties and responsibilities of Tahsildar, Dy. Tahsildar, Mandal Revenue Inspector, Sr. Asst., Assistant Statistical Officer, Mandal Surveyor.

Charge -3:

"That the Government Servant, kept 55 Spandana petitions pending with him without endorsing them to the concerned VROs/RI/Surveyor".

Facts and Evidence:

During the Surprise check, at the request of District Inspector, the Tahsildar with the assistance of his computer operator has opened the SPANDANA website with his password pertains to Nuzendla Mandal for the requests from 01.07.2019 to 24.01.2020 and downloaded total requests pertaining to Nuzendla Mandal for the period from 01.07.2019 to 24.01.2020.

On perusal of the same it is revealed that there are 55 requests received through SPANDANA are pending.

Further perusal of the pending requests in SPANDANA, the requests are kept pending without attending to the requests, beyond the stipulated time noted against each.

ORAL EVIDENCE:

1. **Sri Kodali Vinay Kumar, S/o Ramesh Babu, 39 years, Excise Inspector, ESTF, Guntur, Cell. 9949352162.**
2. **Sri Vasimandla Siva Krishna, S/o Sivaram, 33 years, Prohibition & Excise Constable, ESTF, Guntur, R/o D. NO. 8-168, Nehru Nagar, 3rd line, Guntur, Cell No. 9440179441.**

Witnesses Nos. 1 & 2 are the mediators to the entire proceedings of surprise check conducted on the Office of the Tahsildar, Nuzendla Mandal from 11.30 hrs onwards on 24.01.2020 to 06.00 hrs on 25.01.2020 and drafted the mediator's report incorporating the entire proceedings at Office of the Tahsildar, Nuzendla Mandal.

3. **Sri Marreddy Seshi Reddy, S/o Seshi Reddy, Age 45 yrs, Revenue Divisional Officer, Narasaraopet, Palnadu District, Cell No: 97045 98826.**

He speaks about the pendency of the 55 applications of Spandana petitions with the Government Servant without endorsing them to the concerned VRO's/RI/surveyor.

DOCUMENTARY EVIDENCE:

1. **Surprise Check proceedings Dt. 24.01.2020 from 11.30 hrs to 06.00 hrs on 25.01.2020 drafted by the Mediators at O/o the Tahsildar, Nuzendla, Palnadu (Erstwhile Guntur) District.**

It contains all the happenings during the Surprise Check conducted on the Office of the Tahasildar, Nuzendla on 24.01.2020 from 11.30 hrs to 06.00 hrs on 25.01.2020 by the ACB Officials in the presence of the Mediators. The Mediators drafted and attested the Surprise Check Proceedings.

2. **Attested copy of Particulars of pending petitions List in Spandana beyond SLA petitions as of 24.01.2019.**

It revealed that as many as 273 requests received, among them 129 were approved, 46 were rejected and 55 were pending in which **1 ration card application was pending beyond SLA**.

3. **GO. MS. No. 3 (Rev (Serv-III) Dept. Dt. 05.01.1990 of Govt. of AP, Hyd.)**

It revealed that the duties and responsibilities of Tahsildar, Dy. Tahsildar, Mandal Revenue Inspector, Sr. Asst., Assistant Statistical Officer, Mandal Surveyor.

Charge -4:

"That the Government Servant, due to his negligent attitude and non-submission of his enquiry reports in time was responsible for the delay in processing most of the applications for E-Pass Book Mutations which were pending with the Government Servant beyond the SLA (Stipulated period).".

Facts and Evidence:

During the Surprise check, at the request of District Inspector, the Tahsildar has opened the SPANDANA website with his password pertains to Nuzendla Mandal for the requests from 01.07.2019 to 24.01.2020 and downloaded total requests pertaining to Nuzendla Mandal for the period from 01.07.2019 to 24.01.2020.

On perusal of the same it is revealed that there are 55 requests received through SPANDANA are pending. Further perusal of the pending requests in SPANDANA, the requests are kept pending without attending to the requests, beyond the stipulated time noted against each.

During the Surprise check, at the request of District Inspector, ACB the Deputy Tahsildar has produced the applications pending with him. When they were scrutinized, 182 Mee Seva Petitions for e-Passbooks Mutations applications are kept pending with the Deputy Tahsildar beyond the stipulated time (SLA) without even generating the Khata Nos.

Thus, the Government Servant due to his negligent attitude and non-submission of his enquiry reports in time was responsible for the delay in processing of the above applications which were pending with him beyond the SLA.

ORAL EVIDENCE:

1. **Sri Kodali Vinay Kumar, S/o Ramesh Babu, 39 years, Excise Inspector, ESTF, Guntur, Cell: 9949352162.**

2. **Sri Vasimandla Siva Krishna, S/o Sivaram, 33 years, Prohibition & Excise Constable, ESTF, Guntur, R/o D. NO. 8-168, Nehru Nagar, 3rd line, Guntur, Cell No: 9440179441.**

Witnesses Nos. 1 & 2 are the mediators to the entire proceedings of surprise check conducted on the Office of the Tahsildar, Nuzendla Mandal from 11.30 hrs onwards on 24.01.2020 to 06.00 hrs on 25.01.2020 and drafted the mediator's report incorporating the entire proceedings at Office of the Tahsildar, Nuzendla Mandal.

3. **Sri Marreddy Seshi Reddy, S/o Seshi Reddy, Revenue Divisional Officer, Narasaraopet, Palnadu District, Cell No: 97045 98826.**

He speaks about the pendency of the 55 applications of Spandana petitions with the Government Servant without endorsing them to the concerned VROs/RI/surveyor and the pendency of 182 Mee Seva Petitions for e-Passbooks Mutations applications are kept pending with the Deputy Tahsildar beyond the stipulated time (SLA) without even generating the Khata Numbers.

DOCUMENTARY EVIDENCE:

1. **Surprise Check proceedings Dt. 24.01.2020 from 11.30 hrs to 06.00 hrs on 25.01.2020 drafted by the Mediators at O/o the Tahsildar, Nuzendla, Palnadu (Erstwhile Guntur) District.**

It contains all the happenings during the Surprise Check conducted on the Office of the Tahasildar, Nuzendla on 24.01.2020 from 11.30 hrs to 06.00 hrs on 25.01.2020 by the ACB Officials in the presence of the Mediators. The Mediators drafted and attested the Surprise Check Proceedings.

2. **Attested copy of Applications kept beyond SLA pertaining to Mutation and Title Deed cum Pattadar Passbook for the period from 01.07.2019 to 24.01.2020.**

It revealed that, total 182 Mee-seva petitions were pending with the Govt. Servant without generating the Khata numbers.

3. **Attested copy of Particulars of pending petitions List in Spandana beyond SLA petitions as of 24.01.2019.**

It revealed that as many as 273 requests received, among them 129 were approved, 46 were rejected and 55 were pending in which **1 ration card application was pending beyond SLA**.

That the Government Mudravathu Arjun Naik, Probationary Deputy Tahsildar,O/o Tahsildar, Nuzendla Mandal by his above-mentioned acts exhibited lack of devotion to duty, failed to maintain integrity, behaved in a manner unbecoming of a Govt. Servant and brought down the prestige of the Government and thereby violated/ contravened Rules of 3 (1) & 3(2) of the APCS (Conduct) Rules 1964.

Thus, the Government servant has therefore rendered himself liable for regular department enquiry for major penalty.

G JAYALAKSHMI
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

//FORWARDED::BY ORDER//
SECTION OFFICER

ANNEXURE – III

LIST OF WITNESSES IN SUPPORT OF ARTICLE OF CHARGES AGAINST SRI MUDAVATH ARJUN NAIK, PROBATIONARY, DY. TAHSILDAR, NUZENDLA, PALNADU (ERSTWHILE GUNTUR) DISTRICT.

SI. No.	**Name of the Address of the Witnesses.**
1.	Sri Kodali Vinay Kumar, s/o Ramesh Babu, 39 years, Excise Inspector, ESTF, Guntur – Cell No.9949352162
2.	Sri Vasimandla Siva Krishna s/o Sivaram, 33 years, Prohibition & Excise constable, ESTF, Guntur R/o H.No.8-168, Nehru Nagar, 3rd lane, Guntur, Cell No. 9440179441
3.	Sri Marreddy Seshi Reddy, Revenue Divisional Officer, Narasaraopet, Palandu District, Cell No. 9849150077
4.	Sri CH. Ravi Babu, District Inspector, ACB, Guntur Range, Guntur.
5.	Sri V. Suresh Babu, Inspector, ACB, Guntur Range, Guntur.
6.	Any other witness that may be produced during the course of enquiry

G JAYALAKSHMI

SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

//FORWARDED::BY ORDER//

SECTION OFFICER

ANNEXURE – IV

DOCUMENTARY EVIDENCE IN SUPPORT OF ARTICLE OF CHARGES AGAINST SRI MUDAVATH ARJUN NAIK, PROBATIONARY, DY. TAHSILDAR, NUZENDLA, PALNADU (ERSTWHILE GUNTUR) DISTRICT.

Sl. No.	Details Of The Documents
1.	Surprise Check Proceedings, Dt. 24.01.2020, drafted by the Mediators at the O/o the Tahsildar, Macherla Mandal, Guntur District.
2.	Attested copy of Mee-Seva Dash Board Table List for the period from 01.07.2019 to 24.01.2020.
3.	Attested copy of Particulars of pending petitions List in Spandana beyond SLA petitions as of 24.01.2019.
4.	Attested copy of Applications kept beyond SLA pertaining to Mutation and Title Deed cum Pattadar Passbook for the period from 01.07.2019 to 24.01.2020.
5.	Attested copy of Dynamic Citizen Charter.
6.	GO. MS. No. 3 (Rev (Serv-III) Dept. Dt. 05.01.1990 of Govt. of AP, Hyd.)
7.	Attested copies of relevant pages of E-Pass Book Mutation Register for 2019-2020.
8.	Attested copies of relevant pages of E-Pass Book issue Register.
9.	Attested copies of Monday Spandana Grievance Day Register.
10.	Attested copies of Spandana-1100 register for ration cards

G JAYALAKSHMI
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

//FORWARDED::BY ORDER//
SECTION OFFICER